

## **WIXOM PUBLIC LIBRARY**

### **BOARD OF TRUSTEES MINUTES OF REGULAR BOARD MEETING Monday, June 25, 2018**

1. **CALL TO ORDER:** The meeting was called to order at 7:00 p.m. by Dee Dee. Board members present: Christie Currier, Delores (Dee Dee) Grant, Sandra Messing, Jennifer Mulder, Mary Proper, Director Andrea Dickson and Executive Assistant Carol Barone. Excused Absent: Allison Wert.
2. **APPROVAL OF AGENDA:** A motion was made by Sandra and supported by Christie to approve the agenda as presented in the board packet. Motion passed.
3. **CALL TO THE PUBLIC:** No public present.
4. **APPROVAL OF MINUTES:** A motion was made by Jennifer and supported by Sandra to approve the minutes of the Special Meeting of May 21, 2018 as presented in the board packet. A motion was made by Sandra and supported by Mary to approve the minutes of the Regular Meeting of May 21, 2018. A motion was made by Mary and supported by Christie to approve the minutes of the Closed Session of May 21, 2018. Motions passed.
5. **APPROVAL OF EXPENDITURES:** A motion was made by Jennifer and supported by Christie to approve the expenditures as presented in the board packet. Motion passed.
6. **BUDGET REVIEW:** The board packet contained an up-to-date budget update. We receive the Penal Fines and State Grant checks in July but they will go into the 2017-2018 fiscal year. We are right on track with where we should be in the fiscal year.
7. **DIRECTOR'S REPORT:** Due to the migration to CARL the Statistical Report is not showing the entire circulation statistics this month. We should have access to the complete statistics in July. We received 17 applications for the open page positions and interviews are taking place. The Neighborhood Library Association has selected a book for the 2018 Community Reads program. Wixom will be hosting the author visit in the Community Center ballroom for the first time on November 9. Our restroom tiles were cleaned Friday, June 8. Due to the condition of the grout in the kids and staff restroom they were unable to recondition them like the public restrooms were a few years ago. Andrea will request quotes on tile replacement for the kids and staff restrooms to get an idea of cost for future budgeting. Dee Dee suggested and Andrea will also obtain quotes on re-grouting and sealing the tiles. The ILS migration has gone fairly smoothly.
8. **UPDATE FROM CITY COUNCIL:** No update from City Council.
9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** The board packet contained the Friends Quarterly Meeting Minutes. The one day Children's Book Sale was successful and collected \$304.00. The Friends received a large donation of collector plates. Andrea thought the Friends would display them in our display case in a silent auction. Dee Dee suggested putting them on Facebook Marketplace.
10. **COMMUNICATIONS:** There were two comments this month. One was complimenting the new layout at the patron copy machine and the other was asking about the slow internet speed. To

increase our internet speed we made several adjustments to our network and the issue has been resolved. We will also double our bandwidth in July.

11. UNFINISHED BUSINESS: There was no unfinished business this month.
12. NEW BUSINESS:
  - a. **FY 2017-2018 Budget Amendments** – The board packet contained a list of the budget amendments to even out accounts and Andrea discussed them with the group. There were no questions from the Board. A motion was made by Mary and supported by Sandra to approve the FY 2017-2018 Budget Amendments as presented in the board packet. Motion passed.
13. CALL TO THE PUBLIC: No public present.
14. BOARD MEMBERS' COMMENTS: There were no comments from the Board members this month.
15. NEXT MEETING DATE: The next meeting is July 23, 2018, Regular Meeting at 7:00 p.m.
16. ADJOURNMENT: A motion was made by Sandra and supported by Christie to adjourn the meeting at 7:16 p.m. Motion passed.

Respectfully submitted,  
Carol Barone, Executive Assistant